# COURT OF APPEAL OF ALBERTA

## Law Firm Administrator Account

A Law Firm Administrator account is a law firm user account with the following elevated privileges:

- the ability to create and manage accounts for other users within that law firm; and
- the ability to grant (or remove) access to that firm's appeals to other users within that law firm.

If you do not know if your law firm has a Law Firm Administrator, or if you do not know the name of your Law Firm Administrator, please email CAMSInquiries@albertacourts.ca.

### **OBTAINING AN ACCOUNT**



To become a Law Firm Administrator, you must first register for a law firm account and then email a request to be elevated to a Law Firm Administrator to CAMSInquiries@albertacourts.ca

### **CREATING/MANAGING ACCOUNTS**



A Law Firm Administrator can create and manage accounts for other users within that law firm without having to obtain the approval of the Registrar. For detailed instructions, see the Law Firm Administrator Account section of the CAMS Manual.

#### **SHARING ACCESS TO APPEALS**



A Law Firm Administrator can share access to appeals with other registered users within that law firm without having to obtain the approval of the Registrar. For detailed instructions, see the Law Firm Administrator Account section of the CAMS Manual.

#### FOR MORE INFORMATION

Review the CAMS Manual located at <a href="https://cams.albertacourts.ca/public-portal/cams.albertacou

